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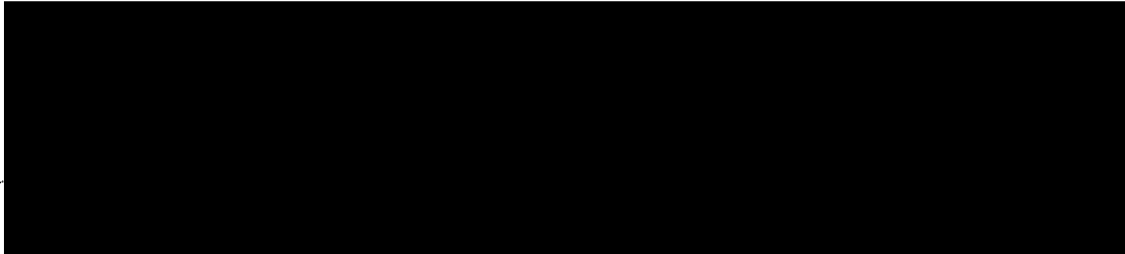
TO : Chief, Administrative Staff, OL

DATE: 4 February 1963

FROM : Chief, Records & Services Branch, AS

SUBJECT: Monthly Activity Report

GENERAL



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2. Personnel

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_____ transferred to the Procurement Division on 31 January 1963. _____ replaced _____ on the Mail Control Desk of the Registry.

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_____ entered on duty in the Records & Services Branch on 14 January 1963. He is a qualified communicator and will operate the equipment in the Signal Center. In addition he will train certain cleared personnel of the Registry in the operation of the various commo equipment contained in the _____ Signal Center.

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3. Vital Records Schedule

The Vital Records Schedule for the Office of Logistics was revised in order to provide for complete coverage. The activation of the Logistics Services Division realigned certain responsibilities and the Vital Records Schedule was adjusted accordingly. In addition, the format was changed to comply with Agency requirements.



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